

**New Hampshire Department of Transportation  
Bureau Of Highway Maintenance**

**Environmental Records List  
EIP-9-Form 9b**

Bureau/District \_\_\_\_\_

<b>Record</b>	<b>Person Responsible</b>	<b>Location</b>	<b>Retention Time</b>
Accident Investigation Report (work-related injury)	SEC	Bureau Office and OSC	Permanent
Bills of Lading	SEC and Patrol Foreman	Original Bureau Sheds, Copy to Bureau Office, IMP Database	3 years
Highway Maintenance Activity Pick List	EMS Team	Bureau EMS Manual, Controlled document located on G:drive	Permanent
Highway Maintenance Aspect-Impact Inventory	EMS Team	Bureau EMS Manual, Controlled document located on G:drive	Through Audit Cycle
Highway Maintenance Objectives & Targets	EMS Team	Bureau EMS Manual, Controlled document located on G:drive	Through Audit Cycle
Highway Maintenance Significance Ranking	EMS Team	Bureau EMS Manual, Controlled document located on G:drive	Through Audit Cycle
Bureau Internal Facility Inspection Reports	SEC	District Office, Bureau Sheds and IMP database	Through Audit Cycle
Compliance Audit Checklist	SEC, Bureau Peer Review, OSC and/or Consultant	Bureau Office, District Office, OSC	3 years
Follow-up, Implementation Action Plan Summary (EIP-14-Form-14c) GZA Audit	EMS Team	Bureau EMS Manual, OSC	3 years
Emergency Response Plans and Emergency Event Log	EMS Team, SEC	District Office, Bureau Office, Patrol Sheds	Permanent
EMS Audit Checklist and Findings Summary	EMS Team, OSC	Bureau Office, District Office	3 years
EMS Training Records	SEC, OSC	Bureau Office, District Office, and/or Patrol Shed	3 year
EMS correspondence,	EMS Team	Bureau Office, District Office	3 year
EMS Management Review Minutes and/or Summary	EMS Coordinator	Bureau EMS Manual, Controlled document located on G:drive	3 year
Environmental Action Plan (EIP5)	EMS Team	Bureau EMS Manual, Controlled document located on G:drive	Through Audit Cycle
EMS Work Instructions	EMS Coordinator	Bureau EMS Manual, Patrol Shed EMS Binders. Controlled document located on G:drive	Permanent
Hazardous Waste Manifests	SEC and SQG Representatives	Original to District Office, Copy to Generator Site, and IMP Database	3 years

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Legal and Other Requirements (EIP3)	OSC	Controlled document maintained by OSC, Copies in Bureau EMS Manual and on G:drive	Through Audit Cycle
Management Review (EIP16)	EMS Team	Bureau EMS Manual, Controlled document located on G:drive	1 year
Monitoring and Measuring Reports and Matrix (EIP-10)	EMS Team	Bureau EMS Manual, Controlled document located on G:drive	Through Audit Cycle
NH DOL Air Compressor Inspections	Highway Patrol Foreman	Original Site, Copy to District Office	2 years
NH DOT Vehicle Cause & Prevention Report and DSMV400	Highway Patrol Foremen, Field Personnel, SEC	District Office, Mechanical Services	Permanent
Operational Control Matrix	EMS Team	Bureau EMS Manual, Controlled copy located on G:drive	Through Audit Cycle
Permits, License & Authorizations Register	EMS Team	Bureau EMS Manual, Controlled copy located on G:drive	2 years
Preventative or Corrective Action Logs	SEC	District Office	3 years
Training Matrix & Logs	EMS Team	Bureau EMS Manual, District Office, Controlled copy located on G:drive	Through Audit Cycle
UST Monthly Inspection Checklist	SEC	Original Patrol Shed	1 year
UST Inspection Form	Operator C	District Office, Patrol Shed	3 years
UST Permit Summary	SEC	IMP	Permanent
Site Photographs	SEC	IMP	Permanent
UST Tank and Dispenser Details	Fuel Distribution	IMP	Permanent
UST Testing and Compliance Inspections	Fuel Distribution	IMP	Permanent

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UST Inventory Monitoring	Patrol Foreman, Fuel Distribution	IMP	Permanent
UST Repairs	Fuel Distribution	IMP	Permanent
Facility Environmental Documents	OSC, SEC, BOE	IMP	Permanent
Environmental Parcel Summary	OSC, SEC, BOE	IMP	Permanent
Site Hazardous Waste Records	SEC, OSC, BOE	IMP	Permanent
Site Facilities Summary	SEC, OSC, BOE	IMP	Permanent
Site Activity Summary	SEC, OSC, BOE	IMP	Permanent
Site Contamination Records	SEC, OSC, BOE	IMP	Permanent
Waste Summary Forms	Patrol Foreman, Maintenance Supervisors	District Office, Patrol Shed	Permanent